INSTRUCTIONS REGARDING THE USE OF LAPTOP COMPUTERS
FOR THE OCTOBER 2008 FIRST-YEAR LAW STUDENTS' EXAMINATION

ATTENTION: IT IS IMPORTANT THAT YOU
CAREFULLY READ THIS ENTIRE BULLETIN

LAPTOP CERTIFICATION

If you wish to use a laptop computer to take the October 2008 First-Year Law Students' Examination, you must:

1.) Apply online;
2.) Select a laptop test center;
3.) Pay the additional laptop computer fee;
4.) Ensure your laptop computer is configured for access to the Internet;
5.) Confirm your laptop computer meets the minimum requirements listed below;
6.) Download and install SofTest (the designated software) **onto the laptop computer you will be using** for the examination;
7.) Download the exam file that will be used on the day of the examination;
8.) Download, complete and upload the Mock Examination exam answer file using SofTest;
9.) Upload the exam file, which was used during the examination and which contains your answers to the four (4) essay questions, as soon as possible following conclusion of the examination and **not later than the published deadline;**
10.) Verify the successful upload of your answer file by reviewing your download/upload history; and,
11.) Not delete or uninstall SofTest or any Softest Program Directory Files or Folders until results for the examination have been released.

Applicants with disabilities who wish to use their own laptop computers to take the examination must comply with the same requirements as those taking the examination under standard conditions.

You may download SofTest and become certified to use the software beginning August 15, 2008 or seven (7) days after submission of the application to take the examination, whichever day is later. If your laptop or the software is not operational on the day of the examination, you will have to handwrite the examination.

Applicants who are not permitted to use their laptop computers because they did not complete the laptop certification process (this includes downloading, completing and uploading the Mock Examination exam answer file) and/or who withdraw their requests to use laptop computers are not entitled to a refund of the laptop fee.

Following successful certification of your laptop computer**,** the State Bar's Office of Admissions will forward confirmation of your permanent assignment to a laptop test center. If you wish to request a test center change, the Los Angeles Office of Admissions must receive your request no later than September 15, 2008. Following receipt of the request, you will be assigned to the requested test center if space is available. Assignment to a test center does not establish your eligibility to take the examination. Only after all eligibility requirements are met will an admission ticket be sent to you.

EXAMINATION INFORMATION

ExamSoft's FlexSite Internet-based examination delivery option will be used for delivery of the essay portion of the examination for grading of the answers prepared on Tuesday, October 28, 2008. (The multiple-choice portion of the examination is not available on computer.) This will require applicants to upload their examination answer file via the Internet in order for their answers to be graded. Applicants are not required to have Internet connectivity during the examination, but are required to have access to Internet connectivity after the examination to meet the upload deadline. It is your responsibility to be familiar with SofTest and your computer prior to the examination, as technical support will not be provided before or during the examination session.

Following the examination, applicants will have **until 12:00 noon (Pacific Daylight Time), October 29, 2008**, to upload their examination answer file. **Answers not uploaded by the deadline will not be graded, and applicants will receive grades of zero (0) for those essay answers.** Answers will be printed and assembled into the question answer book covers that have been completed by the applicants taking the examination. More information regarding the process will be provided in advance of the examination and at the examination test center.

EXAMINATION DAY INFORMATION

On the day of the examination, those using laptop computers at laptop test centers must be seated **no later** than 7:30 a.m., at which time instructions for getting your laptop computer ready to use will begin. You should plan to arrive at the test center at least 15 minutes prior to that time so that you can find your seat and get comfortable. General instructions regarding administration of the examination will commence promptly at 7:45 a.m. **NO** extra time will be provided to ensure that a laptop computer is ready to be used before the examination session begins. Technical assistance **will not** be available.

In the event your computer is not ready to begin at the start time, or a software, hardware or power failure occurs before or during administration of the examination, you will be required to handwrite your answers to the examination. **Applicants are not permitted to bring other laptop computers, typewriters or word processors into the standard laptop test centers to use as backups.**

EXAMSOFT INFORMATION

To ensure the security of the examination process, applicants are required to use ExamSoft's SofTest software to prepare their answers during the essay portion of the First-Year Law Students' Examination. The program provides a simple word processing program and is designed to be familiar to users of WordPerfect or Microsoft Word. It blocks access to non-SofTest files on an applicant's laptop computer during administration of the examination. Examination questions will be distributed in hard copy just before the beginning of the examination session.

To use a laptop computer during administration of the examination, applicants must:

- Have experience working with the laptop computer and the software;

- Have installed SofTest software and downloaded the Mock Examination and the exam file required for the examination to the computer that will be used during the examination (once downloaded to a computer, you cannot transfer the software and file to another computer);

- Have completed the Mock Examination using SofTest and uploaded the Mock Examination exam answer file;

- Sign a waiver at the test center during the morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software (either in law school or by taking the Mock Examination), handwriting the examination if the software or laptop computer is not working, and that the Committee assumes no liability in the event there is a malfunction of the software or equipment, etc.;

- Begin and/or continue with the examination by handwriting in the event there is a malfunction with the laptop computer and/or software due to technical difficulties; and,

- Upload the exam file used during the examination, which contains your answers to the four (4) essay questions, immediately following conclusion of the examination and no later than the published deadline.

External standard or ergonomic keyboards and equipment such as a mouse are allowed. These items may be wireless.

Minimum PC System Requirements:

- CPU = 450 MHz Pentium III or Industry Equivalent
- RAM = 256 MB
- Drives = 50 MB of free space
- Operating System = English 32-bit Versions of Windows 2000, XP or Vista
- Software = Internet Explorer 6.0 or greater
- Internet Access for the installation of SofTest, download of exam files and upload of exam answer files. (AOL users: Version 6.0 or higher required)
- Screen Resolution must be 1024 x 768 or higher

Microsoft Office 2000 Users: If you are running Microsoft Office 2000, you must have Microsoft's SR-1a Service Pack installed, which can be downloaded through the following Microsoft link: Office 2000 Service Pack.

Vista Users: Your computer must meet the minimum requirements for the specific edition of Vista you are using. These requirements can be found in the documentation that came with Vista.

Apple Macintosh Users: Users with Apple's Mac OSX v. 10.4.4 (Tiger) or Mac OSX v. 10.5 (Leopard) laptops can run SofTest in Windows XP or Vista installed via Apple's Bootcamp.

Installing SofTest: Go to the special ExamSoft Custom Home Page website for the First-Year Law Students' Examination located at: www.examsoft.com/firstyear. To begin the process, do the following:

- Click the 'Exam Takers' tab;
- Log in using your File Number followed by the letter F as your Applicant ID and WITHOUT the "F" as your password (Your File Number can be found on your application acknowledgment.) Do not use your "Application Number' as your "Applicant ID");
- Download SofTest;
- Install SofTest and Download the Exam Files (there will be one for use during the examination and one associated with the Mock Examination); and,
- Check ExamSoft confirmation e-mails to ensure the institution displayed is "State Bar of California - First Year Exam".

To complete the certification process, you **MUST** take the Mock Examination and **UPLOAD** the Mock Examination exam answer file, which is discussed later in this bulletin. **The certification process must be completed no later than the day of the examination, or you will not be able to use your computer and you will have to handwrite your examination answers.**

You must download SofTest through www.examsoft.com/firstyear, even if it was previously installed for law school or for a previous First-Year Law Students' Examination.

Downloading Your Exam File: During the laptop certification process, the Mock Examination exam file and a blank exam file for you to record your answers during administration of the examination will be automatically downloaded to your computer.

Certification Confirmation: After successfully completing the certification process, you will be advised on-screen and via e-mail by ExamSoft that you have done so and that the two (2) exam files have been downloaded. **Applicants can have only one exam file for the written session of the examination**. You will receive a confirmation letter from the State Bar of California in addition to an email confirmation from ExamSoft. If you do not receive both, you have not successfully completed the certification process for the October 2008 First-Year Law Students' Examination. Letters are not sent to those certified 10 days or less prior to the examination. You are encouraged to check your laptop certification status and view your exam download/upload history online at www.examsoft.com/firstyear. Select the Exam Takers tab, click the exam history button to review your record and make sure you have downloaded the exam and mock exam files and have uploaded the mock exam answer file.

Your laptop computer can have *both* a registered copy of the Academic and Bar Edition versions of SofTest at the same time. Installing the Bar Edition of SofTest on your computer for the First-Year Law Students' Examination will not interfere with using SofTest for your law school examinations. If you have a copy of both the Bar Edition and Academic versions of SofTest on the same laptop computer, you will have two shortcuts on your Windows Desktop; **SOFTEST** and **SOFTEST – BAR EDITION**. Additionally, your SofTest Start Window (the first window that appears after launching SofTest) will have the option of selecting the "Bar Edition" or "Academic" version of SofTest at the beginning of your examination. Please ensure that you select the "Bar Edition" version for taking the First-Year Law Students' Examination.

DO NOT Copy the ExamSoft Program from One Computer to Another. For example, do not download the software to a desktop computer and try to manually move it to your laptop computer. If you move the software and exam files to another computer, an error message will be displayed when you attempt to begin the examination. If such an error message is displayed, you will be unable to use your computer to take the examination and you will be required to handwrite your answers. You may **NOT** download and install SofTest to more than one computer.

The Mock Examination: One copy of the Mock Examination is automatically downloaded after you have installed your copy of SofTest. You will receive an e-mail confirming the download has occurred along with a link to instructions on how to complete the Mock Examination.

The Mock Examination confirms your laptop is compatible with SofTest. It enables users to familiarize themselves with how to open, write and upload answer files prior to exam day. The Mock Examination **must** be completed and the related exam answer file uploaded to complete the certification process and ensure your computer has been configured property for use on the day of the examination. **Failure to do so will require you to handwrite your examination answers.**

Practice Examinations: After you install SofTest, you **must** become familiar with its features. There are two options for familiarizing users with SofTest, which are discussed below. You are **STRONGLY** encouraged to take advantage of both.

> **1. Practice Examination Built into SofTest** – After installing **SofTest**, launch the program by double-clicking the **SofTest Bar Edition** icon on your Windows Desktop and then click 'Launch SofTest'. When **SofTest** opens click the "Practice Exam" button. This enables you to familiarize yourself with the **SofTest** exam environment and word processing features. The Practice Exam *cannot* be saved and *no answer fil*e will be uploaded. You may use this Practice Exam as many times as you wish.

> **2. Internet Delivered Mock Examination** – Additional copies of the Mock Examination are available to familiarize you with SofTest. Internet connectivity is *only* required to download an additional copy of the exam file and upload the exam answer file. **NO** Internet connectivity is required while taking the examination. Instructions for downloading additional copies of the Mock Examination may be found at www.examsoft.com/fsei.

If you have questions on the use of the software, visit the ExamSoft Frequently Asked Questions (FAQs) web page at http://www.examsoft.com/barfaq. If you encounter technical problems during the laptop certification process, you should contact ExamSoft Client Support at 866-429-8889 or via email at BarSupport@examsoft.com. Technical support is available 5:30 a.m. - 2:30 p.m. (Pacific Daylight Time), Monday through Friday. Neither the Office of Admissions nor the Committee of Bar Examiners is available to answer technical, installation or certification questions.

IMPORTANT PRE-EXAMINATION DAY INFORMATION

You **must** bring your own power cord to the test center on the day of the examination. Although an electrical outlet will be provided to you, be sure to have a fully charged battery in case of a temporary power outage. You **must not** bring any floppy disks, CD's or DVD's with you, or in your laptop computer, into the examination room. If such items are found in the examination room or in an applicant's laptop computer, they will be confiscated and will not be returned.

Once you have completed the laptop certification process, do not make changes to the configuration of your laptop computer. DO NOT delete or uninstall SofTest or any SofTest program directory files or folders until **results for the examination have been released. Do not have someone else download the software for you.**

Instructions. Pay careful attention to and follow the instructions provided during the examination. Use great care when highlighting and deleting during the examination, as well as using other functions that may significantly change a document. Applicants who do not take the time to become familiar with their laptop computers or with the word processing functions should consider handwriting their examination answers. No extra time or other administrative relief will be granted in the event that an examination file is deleted or otherwise altered.

Printing of Answers. Answers will **not** be printed at the test centers. The answer files will be retrieved from ExamSoft's secure server and printed using a standard format, such as line spacing and font, which may cause the final printed answer to look different from what you saw on your laptop computer screen, although the content will not have changed. If there is a problem with the printing of your answers, you will be contacted and you may be required to bring your laptop computer to the Office of Admissions so that the encrypted backup copy of the examination answer(s) on your laptop computer's hard drive can be retrieved.

Rented Laptop Computers. Applicants who have rented laptop computers to use during the examination should not return them to the rental company until results for the June 2008 First-Year Law Students' Examination have been released.

Laptop Computer Problems After Certification. If after completing the certification process with ExamSoft, you experience problems with your laptop computer that would prohibit you from using it for the examination, i.e., your computer becomes inoperable, you must contact ExamSoft at 866-429-8889 to have another computer certified and to download additional exam files. Authorization will not be granted for the purpose of having a backup computer available in the event a computer malfunctions during the examination.

It is your responsibility to be familiar with your equipment, the SofTest software and instructions provided by the Committee and ExamSoft on its website prior to the start of the examination. It is your responsibility to upload your answer file after the examination.

Any attempt to disable or tamper with SofTest's security features is prohibited. If it is discovered that tampering has been attempted, this information will be reported to the Committee of Bar Examiners for whatever action it may deem appropriate, which could include disqualification for admission to practice law in California.

Checklist. To ensure proper and complete certification of your laptop for use during the examination, use the following checklist.

☐ Install SofTest software with ExamSoft

☐ Download Exam File

☐ Download Mock Examination

☐ Upload Mock Examination Answer File

☐ Verify that you have received four (4) emails confirming that each of the steps listed above have been completed

☐ Confirm your laptop certification status and download/upload history by going to: www.examsoft.com/firstyear and selecting the Exam Takers tab.

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